

WLCI Project Tracking Checklist

Project Title	
Project Lead – Contact Information	Name: Title: Agency/Organization: Address: Phone: E-mail:
Local Project Development Team	Carbon <input type="checkbox"/> Lincoln/Uinta <input type="checkbox"/> Sublette <input type="checkbox"/> Sweetwater <input type="checkbox"/>
Requesting Funds for FY	Multiple Year Project <input type="checkbox"/> No <input type="checkbox"/> Yes
WLCI Coordination Team and & LPDT review of proposed actions and monitoring plan.	<input type="checkbox"/> Continue <input type="checkbox"/> Abandon <input type="checkbox"/> Postpone until
Land Manager supports and assigns project to a specialist(s) or denies further project activity.	<input type="checkbox"/> Continue <input type="checkbox"/> Abandon <input type="checkbox"/> Postpone until Name of assigned Specialist:
Identify Partners	

ACTIONS	Person/Entity Responsible	Date Complete & Initials
Initial site Inspection (tour) and mapping, with pictures.		
Begin informal discussion with partners, user/cooperators and other specialist.		
Landowner(s) and/or permittees are informed and approve of the project.		
Draft Cooperative Agreement (If required by Land Management Agency)		
Agreement Finalized, Signed and available for public comments:		
Land Management Agency has prepared a file. (Include their checklist and most updated map for project.)		
Evaluate the need for the following documents: (Allow a minimum of a month for specialists input) <ul style="list-style-type: none"> • Planning Document • Land Status • Mineral Status • Possible T&E species issues • Other Wildlife • Water and Air quality Concerns • Water Rights determined (filed and approved by WY State Engineers Office, if needed) • Cultural Request (inventory completed) • Riparian Monitoring Plan Established and Approved • Other Federal, State, or Local Government Agencies & Public 		
All Permits and Reviews Complete		

Funding Applications submitted to WLCI and Partners		
Project Prioritized by LPDT		
Project Ranked by WLCI Coordination Team		
Draft Fiduciary Agreement		
Agreement Finalized & Signed		
Project Applicant Orders Materials (Federal Entity) OR		
Contract Projects <ul style="list-style-type: none"> • Draft Contract Prepared • Draft Contract Reviewed • Materials Ordered • Contract Awarded 		
Notify ALL Partners, Specialists, Landowners, Permittees etc. of Start Date		
Project Progress Reports (with pictures) turned in		
Project Completed, Final Inspection (Site Visit), Pictures Taken, Spatial Data Collected (GIS, GPS Other mapping) etc.		
Monitoring Cycle begins, reporting dates scheduled, and maintenance concerns addressed.		